

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

**FINCEN PURCHASE CARD AUDIT DOCUMENTATION
SUBMISSION COVER SHEET/CHECKLIST**

Last 10 Digits of Purchase Card Account Number

Statement Period (MM/YY)

- Copy of Printed Purchase Card Statement from PCA**
- Itemized Invoice** (No Packing Lists/Slips, Quotes or Estimates in lieu of Itemized Invoice)
- GSA Orders – GSA Advantage Confirmation Page
- Cell phone bill, summary page only
- Sales Tax (Credit from vendor, if applicable)
- Copy of PR (If FY Change or for additional descriptive information)
- Copy of Carrier's Freight/Shipping Invoice (If freight exceeds \$100.00)
- Memo in lieu of Invoice (See FINCEN SOP Chap.12, Sec. D)

Applicable Authorizations Required:

- COCO Authorization (membership, fuel, food, etc.)
- Bottled Water Authorization
- GPO Waiver (required prior to printing)
- Other: _____

Please fax documentation to (757) 523-6719 or
scan and e-mail as an attachment to FIN-SMB-PCardStatements@uscg.mil

NOTE: DO NOT SEND AUDIT DOCUMENTATION TO PERSONAL E-MAIL BOXES.

If you do not have access to a fax machine or scanner and e-mail, send hard copies to:

Mailing Address:
USCG Finance Center
Purchase Card Team
PO Box 4107
Chesapeake, VA 23327-4107

DHL, FedEx
USCG Finance Center (FI)
ATTN: P-Card Audit Team
1430 A Kristina Way
Chesapeake, VA 23326

